



NEAT/MHEA Setup Library Review and Approval Process for 2023 Weatherization Contracts

ODOC Weatherization Program Notice 23-2

Issued April 11, 2023

To: All ODOC Subgrantee Authorized Regional Weatherization Service Providers - Executive Directors, Weatherization Program Managers, and Weatherization Energy Auditors

From: Amanda Marcott-Thottunkal, Director of Energy and Empowerment Programs

Regulations: [10 CFR 440.21 - Weatherization Materials Standards and Energy Audit Procedures](#); [Department of Energy Weatherization Program Notice 19-4](#)

Purpose: To explain the process that all Subgrantees must follow to update their Weatherization Assistant 8.9 NEAT/MHEA Setup Library and submit to ODOC for written approval and authorization.

Implementation Date: Must be implemented no later than the first energy audit completed after May 15, 2023, for LIHEAP WX and WAP BIL, and prior to the first energy audit completed for WAP 2023, but may be implemented sooner.

This Program Notice supersedes and replaces the following Program Notices/Policies: ODOC WPN 22-1. Should anything in this Program Notice conflict with any Weatherization Program Operations Manual Requirement, this Program Notice will supersede and take precedence.

Regulatory Background

Annually, in order to ensure a cost effective energy audit as per [10 CFR 440.21](#), DOE [Weatherization Program Notice 19-4](#), and the Weatherization Assistant 8.9 Energy Audit Software Program, ODOC requires Subgrantees to update their Setup Library in NEAT/MHEA. This guidance outlines the process that all Subgrantees must follow to update their library and submit to ODOC for approval.

Program Guidance

- In program year 2023, every Subgrantee must submit their Setup Libraries for ODOC approval according to the following grant schedule:

Contract Period	Grace Period/Implementation Date
DOE WAP 2023	Effective for all energy audits after April 1, 2023, or sooner
DHS 2023	Effective for all energy audits May 15, 2023, or sooner
WAP BIL	Effective for all energy audits May 15, 2023, or sooner

- Subgrantees are not authorized to run an energy audit for PY23 DOE until ODOC has provided written, explicit authorization and approval on the Setup Library.
- Subgrantees are not authorized to run an energy audit for WAPBIL or LIHEAP WX after May 15, 2023 until ODOC has provided written, explicit authorization and approval on the Setup Library.

- a. **DO NOT DELETE the PY20, PY21 and PY 22 NEAT/MHEA Setup Libraries.** They will still be needed during the implementation period and if future monitoring reviews are required for those program years. These setup libraries must also be kept for records retention purposes.

- In order to submit the PY23 NEAT/MHEA Setup Library, either use the “New” function to create a new library or use the “Copy” function to copy and then edit the existing PY22 Setup Library.
 - See ODOC’s Policies and Procedures for Energy Audits for more information on how to name, create, and edit the Setup Library.
 - Please contact ODOC with any further questions regarding creating or copying NEAT/MHEA Setup Libraries.
 - Deleting the PY20, PY21 and PY22 library could result in monitoring findings or possible disallowed costs.

- Subgrantees must submit their NEAT/MHEA Library to the link provided by ODOC. This link will be provided to the Subgrantee upon request.

- a. **Libraries must be submitted no later than May 3, 2023.**

- b. StorCloud will not notify ODOC when a file is uploaded.

- c. **An email must be sent to the following individuals:**

- **Robert Pustejovsky** (Energy Project Specialist),
 - the agency’s **ODOC Energy Project Specialist** (if not Robert)
 - **Kayla Cornett** (Energy Programs Planner), and

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- **Brooke Andrews** (Energy Programs Coordinator) (copy ALL)
notifying when a library is submitted. A library is NOT considered submitted until a notification email is sent.
- Each Subgrantee must have an ODOC approved NEAT/MHEA Setup Library, to include the following:
 - a. DOE 2023 Fuel Indices (see Attachment A)
 - b. All DOE approved lifespans approved ON/OFF measures
 - c. State Standardized Fuel Costs (see Attachment B).
 - State standardized fuel costs have been updated for PY23.
 - See also Section 7 below for more information.
 - Subgrantees may request their own fuel costs but must have sufficient supporting documentation and justification.
 - d. Updated measure costs based on properly procured anticipated costs for Program Year 2023 (see #4 for more information).
 - e. A brief written narrative explaining how measure costs (both labor and material) are determined by each Subgrantees (submitted as a standalone Word or PDF file).
 - f. All Setup Library databases must be exported and uploaded (as a .wdz file), along with the narrative explained in “d”, to an ODOC provided link (provided by ODOC upon request) (see Attachment C).
- Library material and labor costs will vary between each Subgrantee. However, every Subgrantee, at the beginning of the DOE WAP program year, must be following ODOC’s [Weatherization Operations Manual](#) Procurement Procedures and (depending on purchase cost), conducting cost or price analysis of all purchases PRIOR to the first energy audit of the program year. In other words, every Subgrantee’s library should reflect a very accurate picture of anticipated costs during the program year. Should variances occur during the program year, those costs must be put into the audit as itemized costs.
- Library measure costs MUST include **ALL** costs paid for with ODOC funds. This includes 100% of labor and material costs (whether on staff or contracted labor) for all energy conservation measures. **As a rule, ODOC will question all costs (for energy conservation measures) that are (+) or (-) 10 percent (%) of actual the material/labor receipts or documentation.** If the discrepancy is large enough to impact the SIR, costs may be disallowed.
- ODOC will work with each Subgrantee to ensure libraries are accurate and updated as per DOE approved energy audit procedures.
 - a. ODOC may need to request vendor related procurement files or copies of previous materials receipts or invoices to verify proposed library measure costs.
 - b. Once ODOC authorization has been received, NO changes can be made to any Setup Library, without ODOC written authorization.
- Attached to this WPN are necessary attachments to assist with the library update and review process:

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- a. Attachment A – Fuel Price Indices_2023
- b. Attachment B – PY2023 NEAT/MHEA Fuel Costs
- c. Attachment C - Instructions to Send Library
- d. Attachment D - NEAT/MHEA Library Checklist (ODOC will use this checklist to review all submitted libraries).

Any questions regarding this ODOC WPN should be sent to Robert Pustejovsky, the agency's ODOC Energy Project Specialist, Kayla Cornett, and the ODOC Energy Efficiency Quality Assurance Specialist, Josiah May (copy ALL).